

**Application for the Use of  
NEW COVENANT BAPTIST CHURCH  
1350 S. Blue Lake Ave. DeLand, FL 32724**

**This is a legal contract. Please read before signing.**

It is agreed between **New Covenant Baptist Church**, hereinafter referred to as **NCBC** and \_\_\_\_\_, hereinafter referred to as **USER**, that **NCBC**, shall allow the **USER** access and the use of the **NCBC** building, as conditioned and described below, subject to all the policies and procedures of **NCBC**.

**Date of Application:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Name of Person or Group:** \_\_\_\_\_

**Member/Congregant of New Covenant Baptist Church:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Purpose of Use (Type of Activity):** \_\_\_\_\_

**Is this a non-profit organization:** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please provide the certificate number:** \_\_\_\_\_

**Area or Room to be used:** \_\_\_\_\_

**Special equipment Needs:** Piano: \_\_\_\_\_ Audio-Visual: \_\_\_\_\_ Other: \_\_\_\_\_

**Special Personnel Needed:** \_\_\_\_\_

**Number of expected attendees:** \_\_\_\_\_

The sanctuary/multi-purpose room has 95 chairs. There is a flat fee of \$25 for any additional chairs, up to 25.

**Will you need more chairs:** Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, how many (up to 25):** \_\_\_\_\_

**There is a flat fee of \$50 for the use of up to 4 tables in addition to the ones already located in the Narthex.** Tables are only allowed in the Narthex of the church building. Any linens, disposable dishes, and/or tableware must be provided by the applicant.

**Will you need tables:** Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, how many (up to 4):** \_\_\_\_\_

**Exact Time of Event:** From \_\_\_\_\_ to \_\_\_\_\_ (available 9am - 9pm)

**Arrival & Departure Times:** From \_\_\_\_\_ to \_\_\_\_\_ (available 9am - 9pm)

**FACILITY FEES**

Fees waived for Non-Profit

|                                                                    | <b>Congregants</b> | <b>Non-Congregants</b> |
|--------------------------------------------------------------------|--------------------|------------------------|
| <b>Sanctuary/Multi-Purpose Room and Classrooms</b>                 | \$100.00           | \$150.00               |
| <b>Sanctuary for Weddings/Rehearsals</b>                           | \$150.00           | \$200.00               |
| <b>Cleaning</b><br><small>(Cleaning fee is non-refundable)</small> | \$40.00            | \$50.00                |
| <b>Audio/Visual Technician</b>                                     | \$15.00            | \$25.00                |
| <b>Additional Chairs</b> (up to 25)                                | \$15.00            | \$25.00                |
| <b>Tables in Narthex</b> (up to 4)                                 | \$40.00            | \$50.00                |
| <b>The total fee includes the following:</b>                       |                    |                        |
| <b>Other Staff or Miscellaneous Costs</b>                          | _____              | _____                  |
| <b>Total Cost:</b>                                                 |                    | _____                  |

It is understood and agreed upon that neither New Covenant Baptist Church, its trustees, and/or church representatives may be held liable in any way for an occurrence in connection with Event which may result in injury, harm, or other damages to the undersigned or church members/congregants. As the signer of this application, it is agreed that the signer or group shall be responsible for any property damage, personal injury or death that may occur during our use of the New Covenant Baptist Church facility.

The undersigned has been given authority to act for and be responsible for the **USER** making this application. **User** will see that the **FACILITY** is not misused or abused; that there is always proper adult supervision, that the **FACILITY** is used in conformity with all policies and procedures of **NCBC**, and that all other terms of this BUILDING/FACILITY USE AGREEMENT. In addition, **USER** understands that **NCBC** is not providing any supervision by this agreement.

**No other Promises or Warranties**

**USER** understands that no promises are made otherwise that what is contained in this agreement, that no warranties have been made that the **FACILITY** will be adequate for **USER'S** planned use, and that **User** accepts the **FACILITY** in an **AS IS** condition. **Initial box to left.**

**USER** has inspected the facility to be used and has independently determined that it is suitable and safe for their particular purpose. **Initial box to the left.**

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Policies and Procedures of the congregation (a copy of Church Use and Procedures has been received) and I/We hereby consent to the Release and Indemnity Agreement. **NO POLITICS ALLOWED** nor may facilities be used in any way that contradicts the church's faith.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Building Use Committee Only

---

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Signature of Authorized  
NCBC Representative: \_\_\_\_\_

**Gatekeeper Who will be Responsible for Unlocking and Locking the Church Doors:**

**Name:** \_\_\_\_\_

**Contact Information for Gatekeeper:** \_\_\_\_\_